


TOOL PALETTES

The Civil 3D Tool Palette can be used to easily share commonly used drawing settings, objects and commands between individual drawings and between designers. Palettes can also be used to automate the creation of commonly used objects, eliminating the need for a drafter to remember to switch layers, text styles, or dimension styles when drafting objects in a drawing. Tool palettes can be opened with this icon on the palettes panel of the home ribbon . 

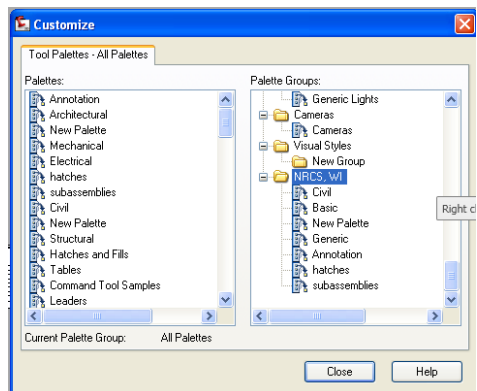
You cannot add or remove items from the Autodesk-supplied tool catalogs, but you can create your own *TOOL CATALOGS*. Each page is a *PALETTE*, the collection is a catalog. You can also copy other tool catalogs and website links into your catalog library using the Publish Catalog feature.

CREATE YOUR OWN CATALOG

Open Tool Palettes, right click on the left border, select *customize palettes*.

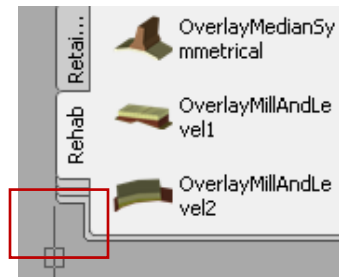
Right click in the area under Palette Groups, select *new group*, Name it.

Drag already made palettes from the left side of the *Customize* window *that* you want to include in your catalog to

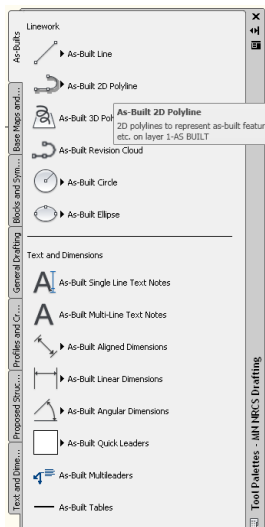


your newly created group. You can arrange them in any order by moving them around in the newly created group. Customized palettes can be created, see the procedure described below.

When there are too many pages in the catalog, additional lines appear on the left side. To access the additional pages, click on the lines.



ADDING AUTOMATION CONTENT TO PALETTES



Tool Palettes can be used to automate the process of creating objects such as 2D and 3D polylines, lines, circles, text, dimensions, hatches, viewports, external references, and raster images. The properties of the objects created with the tools on the palette, such as the layer the object is placed on, its color, or the style of text or dimension objects are controlled by the tools on the palette. For example, if you click on the As Built 3D Polyline tool, shown in the palette to the left, Civil 3D will start the command to create a 3D polyline object and will automatically place that object on the layer 1-AS BUILT.

The easiest way to add content to the palette is to find a sample object that already exists in a drawing that has the properties you want to use and drag and drop it onto the palette. This will create a new tool on the palette that stores the properties of the original object, such as the type of object, the layer the object was on, and the linetype, linewidth, text style or dimension style of the original object. This tool can now be used to create a new object in a drawing by simply clicking on the tool in the palette. This will create a new object with the properties of the original object that was used to create the tool.

The properties of a tool can be modified by right clicking on a tool and selecting *Properties...* In this window you can check or modify the properties that will be assigned when a new object is created using the tool. You can also provide a name and description for the tool. The name will be displayed next to the tool where it is listed in the palette, and the description will also appear when you hover the mouse pointer over the tool.

This help sheet was obtained courtesy of the Minnesota NRCS Engineering Division and has been modified for use in Wisconsin.

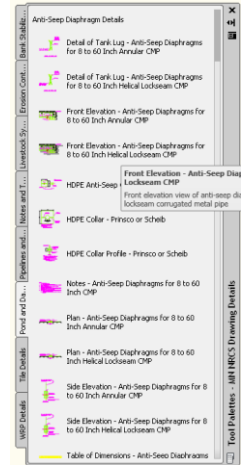
TOOL PALETTES

Keep in mind that if you drag and drop text onto a palette, you will only be adding a tool that stores the properties of that text object to the palette, not the narrative content of the text itself. If you want to save a standard note to a palette, you will need to create a block out of the text object in order to store the wording of the note itself on the palette and not just its properties.

ADDING BLOCKS TO PALETTES

Blocks can also be added to a palette: (1) by dragging and dropping individual blocks onto the palette from an existing drawing, OR (2) select the block, right click, select *clipboard* then *copy*. Move the cursor to the palette, right click where you want to locate the block and select *paste*. When working with blocks, the tool representing the block on the palette will automatically refer to a specific block and drawing location when the tool is used to insert a new block into a drawing using the tool on the palette. This block and file path will initially be set to refer to the original block and file that was used when creating the tool, and this can be changed by right clicking on the tool and selecting *Properties...*

All of the blocks in a drawing can also be exported to a new tool palette by using the Civil 3D Design Center. In Design Center, navigate to the drawing containing the blocks that you want to use to create the tool palette. Right click on the drawing name and select *Create Tool Palette*.



ADDING CORRIDOR, SUBASSEMBLIES AND ASSEMBLY OBJECTS TO PALETTES

Commonly used subassembly objects can be copied to a palette and used to create new corridor assemblies. In the corridor modeling catalog, right click on the subassembly object that you want to add to the palette and select *Copy*. Then, go to the palette, right click and select *Paste*. The subassembly object is now available for developing a new corridor assembly object without needing to open the corridor modeling catalog. Completed assembly objects can be dragged and dropped onto a palette and used in multiple drawings. Be sure to select the vertical line representing the assembly object's baseline when dragging the assembly to the palette.

ADDING CUSTOM COMMANDS TO A PALETTE

Frequently used commands can also be added to a palette. To add a command to a palette, right click in the palette and select *Customize Commands...* This will open the *Customize User Interface* window. To add a command, simply click on it in the command list of the *Customize User Interface* window and drag it onto the palette.

ORGANIZING TOOL PALETTES

Commands can be organized onto individual palettes in the Tool Palettes window. These palettes appear as individual tabs along the edge of the Tool Palette. To create a new palette tab, right click in the Tool Palette and select *New Palette* from the shortcut menu. Individual palettes can also be deleted or renamed from the shortcut menu. You can also add text headers and separator lines using commands from the right click shortcut menu to help further organize the tools on the palette.

SHARING TOOL PALETTES

Tool palettes can be shared among designers by exporting and importing tool palette files. Tool palette files have a file extension of .xtp. To export a tool palette file, right click on the Tool Palette and select *Customize Palettes...* from the shortcut menu. Right click on the palette that you want to export and select *Export...* You will be prompted to provide a file name and location for the tool palette file.

To import a tool palette file, right click in the *Palettes* pane of the *Customize* window and select *Import...* Browse to the file you want to import and select *Open*. It is important to keep in mind that a user who imports a tool palette that contains blocks must have the drawing file containing the original block objects in the location referenced in the properties of the block tool in the palette.